

JUDGE DONOVAN'S SELF-CALENDARING INSTRUCTIONS

The self-calendar system is designed to allow both counsel and parties to schedule hearing dates for matters heard on regular notice, without having to contact the courtroom deputy to obtain a hearing date. Matters that do not require hearings may be filed in accordance with Local Bankruptcy Rule 9013-1(o).

A TABBED JUDGE'S COPY OF ALL MOTIONS CALENDARED THROUGH THE COURT'S CM/ECF SYSTEM MUST BE PROMPTLY DELIVERED TO JUDGE DONOVAN'S CHAMBERS, 255 E. TEMPLE STREET, SUITE 1352, ROYBAL BUILDING, LOS ANGELES, CA, 90012. UNTIL THE TABBED JUDGE'S COPY OF THE MOTION IS RECEIVED IN CHAMBERS, THE MOTION WILL NOT BE PLACED ON CALENDAR.

The following matters **may not** be self calendared.¹

Applications for Orders Shortening Time*

Matters heard on shortened notice or on an ex parte basis*

Emergency motions*

Initial Status Conferences in adversary proceedings

Clusters of related matters that would ordinarily be set for different hearing times

Pre-trial Conferences

Reaffirmation Agreements

Parties may select their own hearing dates for the following:

Motions for Relief From Stay

Disclosure Statements

Objections to Claims

Fee Applications in chapter 7 and chapter 11 cases

Employment Applications

Any motion in a chapter 7 or 11 case or an adversary proceeding

¹ For more information concerning procedures for obtaining hearings on matters on this list marked with an asterisk (*), contact Judge Donovan's law clerk Candace Crociani at (213) 894-3746. For more information concerning procedures for obtaining hearings on any matter on this list *not* marked with an asterisk, contact Judge Donovan's courtroom deputy Pat Pennington-Jones at (213) 894-6172.

not identified above as being ineligible for self-calendaring

Certain Motions for Relief from Stay Heard on Shortened Time including those involving the following:²

Residential unlawful detainer actions

Postpetition transfers of real property to the debtor

Prepetition transfers to the debtor--

either within 90 days of the debtor's petition date, or
involving a fractionalized interest in real property.

(If a motion for relief from stay **does not** fall within one of the above enumerated categories and the movant wishes to have it heard on shortened time, the movant must apply for an order shortening time or use the procedures that govern emergency motions and *may not* self-calendar the motion.)

For matters that may be self-calendared, follow the steps outlined below:

- STEP 1:** Identify available dates and times for the type of matter that you want to calendar by referring to the court's website (www.cacb.uscourts.gov) or by calling the court's general information number (213-894-3118) and selecting the menu options necessary to direct you to calendaring information for Judge Donovan.
- **PLEASE NOTE: Calendar dates are subject to periodic revision**, so please verify that you are referring to a *current version* of Judge Donovan's monthly calendar.
- STEP 2:** Prepare a notice of hearing for the date and time that you have selected. If your motion is for relief from stay, you must provide notice in the same form as outlined by Local Bankruptcy Rule 9013-1(c)(2) (Local Forms series 4001-1).
- **PLEASE NOTE:** By choosing a date for a relief from stay hearing that is greater than 30 days from the date you file your motion, you are deemed to have waived the time limits of Bankruptcy Code Section 362(e).
- STEP 3:** Give sufficient notice of all matters to all parties entitled to receive such notice pursuant to applicable provisions of the Local Bankruptcy Rules and Federal Rules of Bankruptcy Procedure. Schedule hearing dates accordingly. Moving parties may refer to Local Bankruptcy Rule 9013-1(d)(2) and (e) regarding service of the notice and motion and Local Bankruptcy Rule 9013-1(c)(3)(A) regarding evidence supporting the motion.

² Motions calendared on shortened time in accordance with this procedure must be filed with the court and served on all parties entitled to receive notice of the hearing and moving papers 14 days prior to the date of the hearing. [In addition, telephonic notice of the date, time and place of the hearing on the motion must be given to all parties entitled to receive notice of the motion not later than 14 days prior to the hearing on the motion.]

- STEP 4:** File and serve your moving papers in a timely manner! Refer to the Local Bankruptcy Rules and Court Manual and the Federal Rules of Bankruptcy Procedure for applicable filing and service deadlines. If proof of service is insufficient, the moving party's motion may be continued or denied. Be sure to deliver a judge's copy of all papers to the judge's chambers, suite 1352, Roybal Building, with the time and date of the scheduled hearing placed underneath the title of the pleading.
- STEP 5:** If the date you have selected is unavailable because you gave insufficient notice, the date and time are already fully booked or for any other reason, the courtroom deputy will contact you to arrange an alternative date. **The court reserves the right to reschedule any hearing.** You will be notified promptly if your hearing has been re-set.
- STEP 6:** Attorneys must lodge their orders via L.O.U. Attorneys who file manually may bring a proposed order to the hearing, together with whatever notice of entry, copies and envelopes may be required, so that the judge can sign the order at the hearing if your motion is granted. **Do not lodge the proposed order prior to the hearing.** (You may, however, serve the proposed order on other parties, if you wish to afford them an opportunity to review the form of the order before the hearing.)

Revised: 5-19-15